

## OVERSEAS HOUSING ALLOWANCE (OHA) BRIEF SHEET/WORKSHEET

The Overseas Housing Allowance (OHA) Program was implemented to provide uniformed personnel assigned to overseas locations an allowance which defrays a significant amount of housing costs. All members who are authorized to live off base/post are entitled to an OHA provided an Individual OHA Report (DD Form 2367) is completed and approved.

An allowance is payable to a member when the OHA exceeds the Basic Allowance for Quarter (BAQ) or Family Separation Allowance-Type I (FSA-I). If the OHA does not exceed BAQ or FSA-I, then the member will only receive BAQ or FSA-I.

The OHA, which is published in Appendix B, Table I of the Joint Federal Regulations, is composed of three separate allowances -- a Rental Allowance, a Utility/Recurring Maintenance Allowance, and a Move-In Housing Allowance (MIHA).

Unless a member is involved in a sharing arrangement, the member is entitled to the amount of rent paid up to the prescribed rental allowance ceiling. A member will be considered to be sharing a dwelling when he/she resides with: (a) a spouse or dependent who is either a service member or a Federal civilian employee entitled to a Living Quarters Allowance; (b) another service member entitled to a housing allowance; and/or (c) any other person, excluding dependents, who contribute towards rent. If a member is involved in a sharing arrangement as defined above, the total rent is divided equally by the number of sharers to determine the member's proportional share of rent. This amount is compared to the appropriate rental allowance ceiling and the member is entitled to the lesser of his/her proportioned rental share or rental allowance. For home ownership, see JFTR Appendix K.

The Utility/Recurring Maintenance Allowance shown in JFTR Appendix K applies to accompanied personnel. This allowance is reduced if the member is unaccompanied and not sharing (in this case the allowance is normally 90% of the amount stated in Appendix K) or if the member is considered a sharer (in this case, divide the allowance by the number of sharers to determine each individual's allowance amount).

If the landlord pays for all the utilities, the member does not receive utility allowance. The utility/recurring maintenance allowance to which he/she would have been entitled had the landlord not included utilities in rent is added to the service member's rental allowance ceiling. A member whose rent includes some utilities may have his/her utility/recurring maintenance allowance reduced. The amount by which the utility/recurring maintenance allowance is reduced will be added to the service member's rental allowance ceiling.

The Move-in Housing Allowance (MIHA) is the final component of OHA. It consists of three supplemental payment components; (1) MIHA Miscellaneous; (2) MIHA Rent; and, (3) MIHA Security. The MIHA Briefing Sheet, PSafe Form 7220/20, provides specific information.

Before an allowance can be paid, the member must present a copy of the lease/rental agreement to the appropriate official and complete the Individual OHA Report, DD Form 2367. The allowance may increase or decrease over time as adjustments are made on foreign currency fluctuations in relation to the dollar or based on new cost data.

The amount to be advanced will be determined on the basis of the anticipated expenses and the applicable housing allowance rates, and will not exceed the total of one year's housing allowance expected to be accrued by the member. If an advance based on one year's housing allowance is not sufficient to cover anticipated expenses, a larger advance may be authorized. However, in no instance may the advance exceed the housing allowance accruable for the member's tour of duty. The advance housing allowance will usually be liquidated at a rate of not less than equal monthly installments of one-twelfth of the amount advanced, per month for the next twelve months and collection action will begin on the first day of the month after payment of the advance has been made. However, when justified by the member and authorized by the commanding officer, the commencement of collection action may be postponed for up to three months after the advance is made and/or spread over a period greater than one year, but not to exceed the member's tour of duty. Repayment of that portion of the housing allowance that was paid on security deposits exceeding \$1,000.00 may be postponed until the time the member vacates the housing on which the security deposit was paid whenever repayment during the member's tour of duty would create an excessive economic burden, provided such postponement is authorized or approved by the member's commanding officer. Action to recoup any advance in lump-sum will be taken immediately upon receipt of information that the member has vacated housing for which the advance was paid. The lump-sum recoupment will not exceed the amount of money returned to the member by the landlord. Any balance of an advance not returned by the landlord may be liquidated in monthly installments, if the member desires.

In order for a member to receive advance station housing allowance, he/she must submit a request to the commanding officer or Area Coordinator specifying: (a) The reason for the advance; (b) The amount of advance requested; (c) The repayment period, in months, if greater than one year; and, (d) The repayment start date, if other than the month following payment.

The commanding officer shall review the member's request, and, if approved, forward it to PSD for payment via the Area Coordinator, if required. Advances are not authorized for the purchase of residence or other living accommodations. The Disbursing Officer will pay the member the amount requested and schedule repayment as approved by the commanding officer and/or Area Coordinator.

Additional supplements by local commanders, to include information on the local housing market, if any, are promulgated in local instructions and would be made available for review upon request.

I certify that I fully understand the conditions of entitlement to OHA and my responsibility for promptly notifying the appropriate officials when changes affecting my entitlement occur. Also, I understand that I must recertify my OHA entitlement whenever changes affecting my entitlement occur and/or annually as directed.

Name: (Last, First, MI)	Signature:	Date:	Annual Recertification Date:

NAME: (Last, First, MI)		SSN:		PAY GRADE:
LOCATION CODE:	FSA-I: ( ) Yes ( ) No	BAQ: ( ) w/ DEPN ( ) w/o DEPN	DATE RENTAL PROPERTY OCCUPIED:	
MEMBER'S RENT/SHARE OF RENT: (Express in actual currency paid, i.e. YEN, WON, etc)		NO. OF MEMBERS SHARING RENT:	NO. OF MEMBERS JOINTLY OWNING HOME:	

1. Enter member's actual monthly rent expressed in U.S. currency. (See Note 1) \$ \_\_\_\_\_
2. Enter Maximum Rental Allowance Ceiling based on the member's location and pay grade. (See Note 2) \$ \_\_\_\_\_
3. Enter Utility/Recurring Maintenance Allowance. (See Note 3) \$ \_\_\_\_\_
4. Enter Initial/Terminal Occupancy Allowance. \$ \_\_\_\_\_
5. Enter FSA-I or BAQ rate. \$ \_\_\_\_\_
6. Enter the lesser of Line 1 or Line 2. \$ \_\_\_\_\_
7. Add Lines 3, 4, and 6. \$ \_\_\_\_\_
8. Subtract Line 5 from Line 7. This amount is the monthly OHA entitlement for the member. \$ \_\_\_\_\_

I certify that the monetary value shown above as my rent or share of my rent is the actual monthly rental expense.

\_\_\_\_\_  
Signature/Date

**NOTES:**

1. Convert foreign currency to U.S. Dollars. See Appendix B of JFTR.
2. For members entitled to w/o dependent rental ceiling, use the appropriate percentage or dollar amount specified in Appendix B, Table I. If rent includes all utilities, add the Utility/Recurring Maintenance Allowance to the maximum rental allowance ceiling. If not entitled to the full Utility/Recurring Maintenance Allowance, the amount to which the member is not entitled from Line 3 is added to the maximum rental allowance ceiling.
3. Ascertain the average Utility/Recurring Maintenance Allowance from Appendix B, Table I, subject to provisions of Par M4301-3e. The following conditions apply:
  - (a) Rent includes all utilities: Member is not entitled to a separate Utility/Recurring Maintenance Allowance; however, this allowance should be added to Line 2. Enter ZERO in this line.
  - (b) Rent includes some utilities: Member may not be entitled to full Utility/Recurring Maintenance Allowance; obtain "Climate Code" from Appendix B, Table I, and refer to Par M4301-3e for methodology used to determine the Utility/Recurring Maintenance Allowance entitlement. Enter the amount of Utility/Recurring Maintenance Allowance and the amount member is not entitled to should be added to Line 2.
  - (c) Rent includes no utility: Member is entitled to the full Utility/Recurring Maintenance Allowance. Member w/o dependents is entitled to 75% of the Utility/Recurring Maintenance Allowance. Member sharing costs of quarters with other member(s) is entitled to PRO-RATA share.